

FSHD Internship Time Record (Form D)
 Signatures are due Midterm & Final

Student: _____ Internship Site: _____

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
1 Date:	D A	D A	D A	D A	D A	D A	D A	D A
2 Date:	D A	D A	D A	D A	D A	D A	D A	D A
3 Date:	D A	D A	D A	D A	D A	D A	D A	D A
4 Date:	D A	D A	D A	D A	D A	D A	D A	D A
5 Date:	D A	D A	D A	D A	D A	D A	D A	D A
6 Date:	D A	D A	D A	D A	D A	D A	D A	D A
7 Date:	D A	D A	D A	D A	D A	D A	D A	D A
8 Date:	D A	D A	D A	D A	D A	D A	D A	D A
Total for first half of semester								D A

This time record verifies the hours you have spent working at your internship site. It can be handwritten or typed.

Please keep track of your hours for each week and submit this sheet to the Internship Coordinator at mid-term and finals.

1. Record the number of direct service hours (D) & administration hours (A) you worked for each day of the week.
2. Total the hours in the column marked "Total."
3. Have your site supervisor sign this sheet when it is completed.

 Student Date

 Site Supervisor Date

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
9 Date:	D A	D A	D A	D A	D A	D A	D A	D A
10 Date:	D A	D A	D A	D A	D A	D A	D A	D A
11 Date:	D A	D A	D A	D A	D A	D A	D A	D A
12 Date:	D A	D A	D A	D A	D A	D A	D A	D A
13 Date:	D A	D A	D A	D A	D A	D A	D A	D A
14 Date:	D A	D A	D A	D A	D A	D A	D A	D A
15 Date:	D A	D A	D A	D A	D A	D A	D A	D A
16 Date:	D A	D A	D A	D A	D A	D A	D A	D A
Total for 2 nd half of semester								D A
Total for ENTIRE internship								D A

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1. Record the number of direct service hours (D) & administration hours (A) you worked for each day of the week.
2. Total the hours in the column marked "Total."
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Student Date

Site Supervisor Date